

OC-0701  
21 May 1962

MEMORANDUM FOR: Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Research)

THRU : Deputy Director (Support) *LHW* 1 MAY 1962

SUBJECT : After-Hours Contacts - Office of Communications

1. There is a Signal Center Officer on duty in the Headquarters Signal Center 24 hours a day, every day of the year. This officer serves as the Office of Communications (OC) duty officer outside of this office's normal duty hours, which are 0900 to 1730, Monday through Friday. He is the reference point for matters requiring OC action after-hours.

2. The Signal Center Officer can answer questions directly concerned with the communications situation, circuit conditions, and traffic flow around the world. He maintains a current list of senior OC personnel, including Division and Staff Chiefs, their Deputies, and key Branch personnel. He contacts appropriate officers to expedite actions on specialized matters.



3. The Signal Center Officer is located in Room 1B 27, Headquarters Building, extensions 6168/6169/6160 (Red 1642).

4. It would be appreciated if you would inform the senior personnel of your staffs, divisions and branches, as appropriate, of the availability of the Signal Center Officer to assist them in obtaining answers to their questions on communications matters arising at other than regular duty hours.

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Director of Communications

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